

JP Online – apply for reappointment

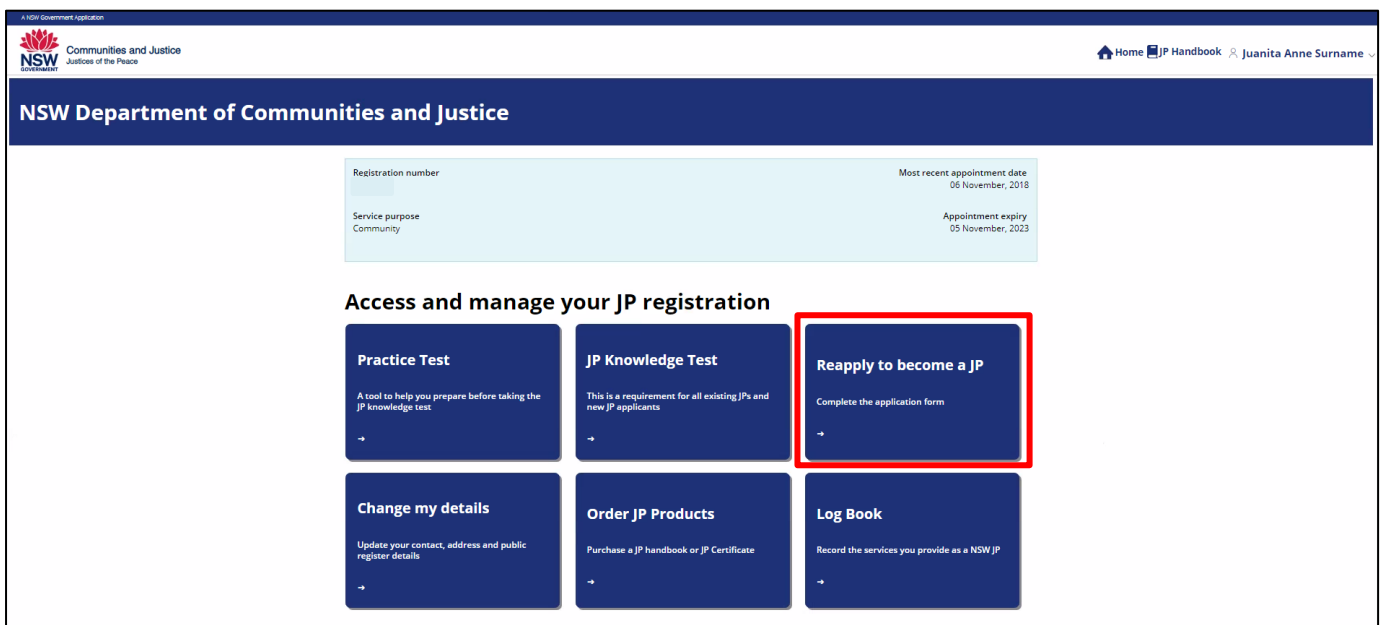
When your term is approaching expiry, you will receive a courtesy email reminder to apply for reappointment. It is your responsibility to apply for reappointment before the end of your term.

You must register for JP Online and pass the JP knowledge test before you can start a reappointment application.

The reappointment application takes approximately 15 minutes to complete using JP Online.

Step 1: log in

Go to [JP Online](#) and log in to your account. Select **Reapply to become a JP** from the homepage.



The screenshot shows the user interface for the NSW Department of Communities and Justice JP Online. At the top, there is a navigation bar with the NSW logo and the text 'Communities and Justice Justices of the Peace'. On the right, there are links for 'Home', 'JP Handbook', and a user profile for 'Juanita Anne Surname'. Below the navigation bar, the main heading reads 'NSW Department of Communities and Justice'. A light blue box displays registration details: 'Registration number' (blurred), 'Service purpose: Community', 'Most recent appointment date: 06 November, 2018', and 'Appointment expiry: 05 November, 2023'. Below this, a section titled 'Access and manage your JP registration' contains a grid of six dark blue buttons with white text and arrows. The buttons are: 'Practice Test' (A tool to help you prepare before taking the JP knowledge test), 'JP Knowledge Test' (This is a requirement for all existing JPs and new JP applicants), 'Reapply to become a JP' (Complete the application form), 'Change my details' (Update your contact, address and public register details), 'Order JP Products' (Purchase a JP handbook or JP Certificate), and 'Log Book' (Record the services you provide as a NSW JP). The 'Reapply to become a JP' button is highlighted with a red border.

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Read the instructions and privacy policy, then select **Start application**.

Information before you apply

Dear **Juanita**,

Please carefully read the information below before starting your application for reappointment.

To complete this application you will need to:

1. Log into your JP online account and check your profile details to confirm that your correct name and contact details are recorded.
2. Disclose all:
 - o Previous criminal offences including offences which were heard in court and dismissed, and all traffic offences that went to court.
 - o Adverse findings or comment by any court, tribunal, official inquiry, regulatory agency, complaint handling or dispute resolution body; or professional, business, trade or industry association.
 - o Suspensions or disqualifications from holding any licence, registration, certificate or membership in any profession, business, trade or industry.
 - o Disqualifications from being involved in the management of any company under the [Corporations Act 2001 \(Commonwealth\)](#).

These disclosures must be made every time you submit an application for reappointment.

3. Provide information about the need for your appointment, either within the community or as part of your employment. Please note, if you are appointed as an employment-based JP, you will need to provide an updated letter of support from your employer outlining the need for your appointment. You can check if you are appointed as a community-based or employment-based JP by logging in to your JP online account and visiting the 'Profile' page to review your details.
4. Declare that all of the information you are providing is true and correct.
5. Agree to the NSW Department of Communities and Justice conducting background checks, including a national criminal history records check.

Read a copy of our privacy policy about this online application

Select **Start application** button to begin your application for reappointment.

[Not ready - return to homepage](#)

[Start application](#)

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Step 2: enter personal and contact details

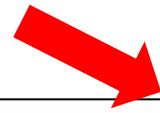
We'll ask you to confirm personal details such as:

- your name
- phone number and address
- date and place of birth.

Enter your details, then select **Continue** to complete the About You section.

NB: If any of the details displayed are incorrect, you can submit a request to change your details by clicking the **Update** button next to the relevant section of the application.

For example, if the name displayed is incorrect, select the **Update name** button to submit a change of name request before proceeding with your application.



Name

[Update name](#)

Previous name(s)

First name	Last name	Middle name
No items		

Current name

Title *
Ms

Given name *
Juanita

Do you have a middle name? *
Yes

Surname *
Surname

Gender *
Female

Other details

Are you of Aboriginal and/or Torres Strait Islander origin? *
 Yes
 No
 Prefer not to say

Occupation *
Other

Retired

Have you ever been known by any other name?
 Yes No

[Cancel](#) [Save & Close](#) [Continue](#)

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Step 3: outline reason for applying

Select why you are applying for reappointment. Answer the question, then select **Continue**.

As set out in the *Justices of the Peace Act 2002 (NSW)*, you must establish the reason for your reappointment as a JP.

Reason for reappointment

Select the reason you are applying for JP reappointment

- As set out in the *Justices of the Peace Act 2002 (NSW)*, you must establish the reason for your reappointment as a JP.

Why are you applying for reappointment as a JP? *

To fulfil a community-based need

To satisfy my employment requirements

Please tell us who you will provide JP services to and explain why there is a need for JP services within this section of the community. *

Remaining: 2000 characters

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If you are applying as part of an employment need, you will need to upload a supporting letter signed by your employer later in the application process.

Reason for reappointment

Select the reason you are applying for JP reappointment

- As set out in the *Justices of the Peace Act 2002 (NSW)*, you must establish the reason for your reappointment as a JP.

Why are you applying for reappointment as a JP? *

To fulfil a community-based need

To satisfy my employment requirements

You are applying for appointment to meet an employment need.
You will need to attach a letter signed by your employer, on the letterhead of your company/organisation, stating:

- How the duties of your employment require you to provide JP services
- How often you will be required to provide JP services
- Whether you are employed on a permanent/ongoing basis, or a temporary basis
- If you are employed on a temporary basis, for how long.

Name of employer (company or organisation) *

Back Cancel Save & Close Continue

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Step 4: update service details

Enter your information for the JP public register including:

- your location and contact details
- hours of availability
- preferred language/s.

To add a preferred language, type the name of the language. A list will display, then select the language from the list.

Select **Continue**.

Language

Please note:

- You must not perform the functions of a JP in a spoken language other than English
- For more information, see Sections 2.2 and 2.4 of the [JP handbook](#).
- However, you may communicate in a language other than English before or after performing JP functions (for example, to arrange a time and place to meet, or to answer questions about the process).

To add a preferred language to your JP public register listing please click on the box below and choose a preferred language from the drop down box.

Preferred language(s) +

English x
v

Back
Cancel

Save & Close
Continue

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Location

Once appointed, you will be placed on the JP public register. This will allow members of the public to search for your services as a JP.

Please note:

- If you are an employment-based JP, you can opt-out of the JP public register by visiting the profile section of your JP Online account and updating the service details section.
- JPs personal details are not displayed on the public register if they are community-based JPs or elected to opt in as an employment-based JP.

Your location (How do you wish to describe your location on JP public register?)

The address field will auto-complete.
 Start by typing your unit number, then street number, street name and suburb, until your full address appears. Don't type '/' or the word 'unit'. Once your full address appears select it.
Example: type '42 88 Grafton st Balmain'
Please note: If you are not able to find your address from auto-complete. Please select **Enter manual address** to enter your address manually.

Full address *

6 PARRAMATTA SQ, PARRAMATTA NSW 2150

[Enter manual address](#)

Apartment/ unit/ suite/ house number

Street number
6

Street name
PARRAMATTA

Street type
SQ

Postcode
2150

Suburb
PARRAMATTA

State
NSW

Is this location accessible for people with a disability? *

Availability timings

- Please specify your hours of availability to encourage people to contact you and arrange JP services at a time convenient to you.
- You do not have to be available at all of these times, but you will not be contacted outside of those times.

Available	From time*	To time*
<input checked="" type="checkbox"/> Monday	9 ▾ 00 ▾ AM ▾	5 ▾ 00 ▾ PM ▾
<input checked="" type="checkbox"/> Tuesday	9 ▾ 00 ▾ AM ▾	5 ▾ 00 ▾ PM ▾
<input checked="" type="checkbox"/> Wednesday	9 ▾ 00 ▾ AM ▾	5 ▾ 00 ▾ PM ▾
<input checked="" type="checkbox"/> Thursday	9 ▾ 00 ▾ AM ▾	5 ▾ 00 ▾ PM ▾
<input checked="" type="checkbox"/> Friday	9 ▾ 00 ▾ AM ▾	5 ▾ 00 ▾ PM ▾
<input type="checkbox"/> Saturday		
<input type="checkbox"/> Sunday		

[Back](#) [Cancel](#)

[Save & Close](#) [Continue](#)

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Step 5: opt-in or opt-out of the booking system

The booking system will allow members of the public to find JPs close in distance to them and send a booking request via the booking system on the JP website.

The booking system complements, not replaces, the existing JP public register. If you opt-in to the email booking system, your address will **never** be shared with members of the public.

To opt-in to the booking system, tick the **Opt-in to accept online bookings from the public** button. You will then be prompted to enter the email address you would like booking notifications sent to.

To opt-out of the booking system, leave the box unticked.

Select **Continue**.

Booking

- The booking system will allow members of the public to find JPs close in distance to them and send a booking request via the booking system on the JP website.
- The booking system complements, not replaces, the existing JP public register. If you opt-in to the email booking system, your address details will **never** be shared with members of the public.
- The booking system will only show your postcode and name. If a JP accepts a booking request, the member of the public will receive an email with your name and preferred contact phone number.

Please note:
By ticking 'opt-in to accept online bookings from the public', you agree:

- To receive booking request emails from the Department.
- To share your phone number with the members of the public so they may contact you.

Opt-in to accept online bookings from the public

Please enter the email address you would like all booking notifications sent to *

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Step 6: disclose criminal offences

We will ask you to disclose any criminal offences including traffic offences and spent convictions.

Answer the questions, then select **Continue**.

You must disclose:

All criminal and traffic offences which you were charged with and were heard in Court. Including:

- Offences you were charged with as a minor.
- Offences that occurred more than 20 years ago.
- Offences which you were charged with even if the charge was dismissed without conviction. For example under section 10 of the [Crimes Sentencing Procedure Act 1999 \(NSW\)](#)
- The Department of Communities and Justice assesses applications for appointment as a JP in line with the Attorney General's Guidelines on the appointment of Justices of the Peace. The Guidelines are available [here](#).

Do you provide consent for the Department to confirm your Australian citizenship status from the Attorney General's Department? *

Yes

No

The Attorney General's Guidelines require all applicants to consent to suitability checks which may include but are not limited to: national criminal history records check, referee check, conduct and service check and other checks as deemed appropriate for the role.

Do you provide consent to these suitability checks being conducted? *

Yes

No

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Questions

Are you currently bankrupt or subject to debt relief of a similar nature? This includes any debt relief agreement with your creditors.*

Yes

No

Have you ever been found guilty of any criminal offence, in Australia or anywhere else?*

Yes

No

Have you ever been found to have acted dishonestly by any court, tribunal, inquiry, regulatory agency, complaint handling or dispute resolution body or professional, business, trade or industry association?*

Yes

No

Have you ever been suspended or disqualified from holding any licence (excluding a driver's licence), registration, certificate or membership in any profession, business, trade or industry?*

Yes

No

Have you ever been disqualified from being involved in the management of any company under the [Corporations Act 2001 \(Commonwealth\)](#)?*

Yes

No

Have you ceased to be an Australian citizen or a person who is entitled to vote at a general election for the NSW legislative assembly?*

Yes

No

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Cancel

Save & Close

Continue

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Step 7: upload documents

We will ask you to upload documents relevant to your application.

Click to open each category to find out which document types are accepted. Then, select the document type from the drop-down menu.

Upload documents of proof

Please note: If you are an employment-based JP, you must provide letter of need from employer.

Required proofs

--Select--

Document type to upload

--Select Document type--

Upload documents

File name	Document type	Action
No attachments		

Back
Cancel

Save & Close
Continue

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After you select the document type, the **Upload document** button will appear. Click this button to attach a copy of the document.

Once you attach a copy, the document details will show in the uploaded documents table. Once the document has been successfully uploaded, you will see the message ‘Document has uploaded successfully’.

Select **Continue** when you have finished uploading all required documents.

Upload documents of proof

Please note: If you are an employment-based JP, you must provide letter of need from employer.

Required proofs

Proof of Date of Birth
▼

Document type to upload

Overseas Birth Certificate
▼

Document note

Upload document

Upload documents

File name	Document type	Action
No attachments		

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Cancel

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Continue

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Step 8: review application

Review your application details.

If any information is incorrect, click **View** to edit.

Read and agree to the declaration by clicking on the tick boxes.

Select **Finish** when you are ready to submit your application.

Residential details
View

Apartment/ unit/ suite number	Address line 1
Street number	—
Street name	—
Street type	—
Postal code	2200
Suburb	BANKSTOWN
State	NSW
Is your postal address the same as the residential address above?	Yes

I hereby declare and confirm that all the information provided in this application is true and correct to my knowledge.

I understand that under the *Crimes Act 1900* it is a criminal offence to submit a false or misleading application or provide false or misleading information or documents punishable by up to 2 years in prison or fines of up to \$22,000.

I confirm that I am authorised to provide the personal details presented and I consent to (a) my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity; (b) details being collected to confirm the integrity of the identifying information.

Back
Cancel

Save & Close
Finish

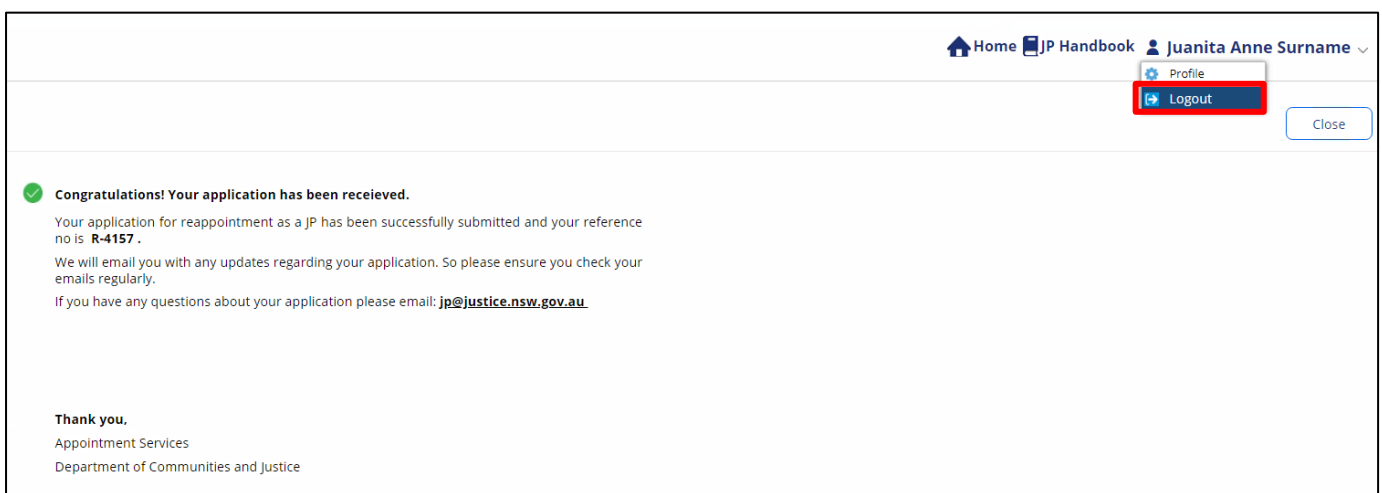
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Step 9: sign out

A message confirming your application has been submitted will display on the next screen.

You can track the status of your application from your JP Online account homepage.

Select **Logout** when you are finished to keep your account secure.



The screenshot shows the user interface of the JP Online system. At the top right, there is a navigation bar with links for Home, JP Handbook, and the user's name, Juanita Anne Surname. A dropdown menu is open, showing options for Profile and Logout, with the Logout option highlighted in red. A Close button is also visible. The main content area displays a green checkmark icon followed by the text: "Congratulations! Your application has been received." Below this, it states: "Your application for reappointment as a JP has been successfully submitted and your reference no is R-4157." It further informs the user that they will receive updates via email and provides the contact email: jp@justice.nsw.gov.au. At the bottom, there is a "Thank you" message from Appointment Services, Department of Communities and Justice.

More information

- Visit the website at <https://dcj.nsw.gov.au/justice/justice-of-the-peace.html>
- Email jp@dcj.nsw.gov.au
- Write to
Appointments and Applications
NSW Department of Communities and Justice
Locked Bag 5000
Parramatta NSW 2124
- Call the JP Infoline on 02 8688 0500
(8.30am – 11.30am and 1.30pm – 3.30pm, Monday to Friday)